



**Civilian Personnel Office**  
**43237 Wake St., Bldg 305, Rm. 215**  
**Selfridge ANGB, MI 48045**  
**Phone: (586) 307-4981 Fax: (586) 307-4338**

# **Air Force Personnel Center**

## **Civilian Employment Application Guide**

### **"Job Kit"**

How to .....

- Prepare an Air Force Specific Resume
- Search for Job Vacancies
- Self-Nominate (Apply)

---

**Headquarters Air Force Personnel Center**  
**Civilian Force Management Directorate**  
**Randolph Air Force Base, Texas**

**AFPC CIVILIAN EMPLOYMENT WEBSITE**  
**<http://www.afpc.randolph.af.mil/afjobs>**

1 June 2005

This supersedes all previous versions of the Civilian Application Guide Job Kit - Prior editions are obsolete



THE DEPARTMENT OF THE AIR FORCE IS AN EQUAL OPPORTUNITY EMPLOYER

## **SUMMARY OF REVISIONS**

This revision updates the Required Documentation section of 30% Disabled Veteran, VRA, and Reinstatement eligibility categories (pages 8-9); adds Transportation Security Administration (TSA) and Federal Aviation Administration (FAA) under OTHER (OAA) eligibility category (pages 10-11); adds Overseas Unique Eligibility/Appointing Authorities (page 12); adds Overseas Supplemental Data Questions (page 19).

## **Table of Contents**

### **How to Apply**

External Applicants.....	3
Internal Applicants .....	23-25

<b>Step 1 - Pre-Position Your Resume</b> (First time initial resume).....	4
---------------------------------------------------------------------------	---

The Do's and Don'ts.....	4-5
--------------------------	-----

<b>How to Submit Your Resume</b> .....	5-6
----------------------------------------	-----

<b>Personal Identification Number (PIN)/USERID and Password</b> (See also page 26)	6
------------------------------------------------------------------------------------	---

<b>Who May Apply - How to Determine Your Eligibility</b> .....	7-12
----------------------------------------------------------------	------

General Public and Military Spouse Preference Categories.....	7
Veterans Categories.....	8
Current and/or Prior Federal Civil Service Employee Categories (includes LWOP employees) .....	9-10
Student Employment Opportunity Categories.....	10
Non-Appropriated Funds, Postal Service, and Other Unique Authorities.....	10-11

<b>Additional Overseas Unique eligibilities</b>	12
-------------------------------------------------	----

<b>Determining Veteran's Preference</b> .....	13
-----------------------------------------------	----

<b>Step 2 - Search for a Job</b> .....	14
----------------------------------------	----

<b>Step 3 - Self-Nominate and check status</b> .....	14-15
------------------------------------------------------	-------

<b>Required Resume Format</b> .....	16-17
-------------------------------------	-------

<b>Supplemental Data Questions</b> .....	18
------------------------------------------	----

<b>Overseas Supplemental Data Questions</b> .....	19
---------------------------------------------------	----

<b>Sample Resume</b> .....	20
----------------------------	----

<b>Sample Supplemental Data.....</b>	<b>21</b>
<b>Partially Service Bases List.....</b>	<b>22</b>
<b>Internal Applicants (Step1-Search for jobs and Step 2-Self-nominate)...</b>	<b>23-24</b>
<b>Air Force Customer Service Frequently Asked Questions (FAQs) link information</b>	<b>24</b>
<b>Service Directory.....</b>	<b>25</b>

Thank you for your interest in civilian careers with the Department of the Air Force. This Job Kit explains the process, how to apply, who may apply, and additional information that is unique to Federal civil service employment and the Air Force in particular. This Job Kit pertains to those external and Delegated Examining Unit (DEU) Job Vacancy Announcements advertised on the Air Force Personnel Center's (AFPC), Civilian Employment website at <http://www.afpc.randolph.af.mil/afjobs>. In addition, the Job Kit provides information for unique overseas employment opportunities for candidates interested in applying for vacancies in foreign areas. For vacancy announcements not advertised on the AFPC Civilian Employment website, see the announcement or the Civilian Personnel Flight (CPF) for application instructions.

### **External Applicants**

**You are not a current permanent Air Force civil service employee or you are a permanent employee currently on Leave without Pay (LWOP), who has a permanent change of station (PCS) to a foreign location with a military or civilian sponsor or an internal Air Force employee that has an external eligibility as stated on the vacancy announcement under "Who May Apply"**

### **How to Apply:**

There is a three-step process for applying for civil service Air Force positions with AFPC.

Your **first step** is to submit a properly formatted resume along with the required supplemental data. Please ensure your resume is formatted as described in this Job Kit if you submit your resume by mail or e-mail. There are numerous Federal agencies and each have their own format for accepting resumes. Other formats are not compatible with our system and may result in loss of job consideration. Standard Form 171 (obsolete OPM form) and Optional Form 612 are not accepted.

The **second step** is to review job vacancy announcements through AFPC's Civilian Employment website at <http://www.afpc.randolph.af.mil/afjobs> or by telephone. The body of the announcement will have the location(s) of the vacancy. See page 25 for our Job Line numbers.

Your **third and final step** is to "self-nominate" (apply) for job vacancies (page 14). **Important Note:** Submission of a resume and supplemental data alone does not provide consideration for job vacancies. You must self-nominate to be considered for any position. Also, you must meet the eligibility and qualifications requirements as stated in the vacancy announcement. Carefully read the "Who May Apply (e.g., eligibility)" requirements listed in the job vacancy announcement to determine whether you are eligible to be considered. If you do not meet the eligibility requirements, you are determined "outside the area of consideration." (See pages 7-11 for standard eligibilities and page 12 for unique eligibilities if you are interested in applying for vacancies in foreign areas).

**Note:** Air Force bases that do not receive full service from the Air Force Personnel Center have their own application process for "External" vacancy announcements. See page 22 for listing of bases.

## Step 1: Pre-Position Your Resume

To be considered for civil service employment with the Air Force, you must have a resume and supplemental data on file at AFPC prior to self-nominating for vacancies. This is referred to as a "pre-positioned" resume and supplemental data. Do not wait until a job vacancy is announced: submit your correctly-formatted resume and supplemental data as soon as possible.



### Resume Time Lines

Your resume is placed into our automated resume database inventory system (RESUMIX) where it remains active for **1-year**, unless you are selected for a position. Resumes received from current permanent Air Force employees will not expire as long as there is no break in service.

- If you submit your resume or make an update through our on-line **Resume Writer**, it normally takes **24 hours** to process into our database. Resume Writer is the quickest and easiest way to submit a resume.
- If you submit your resume through e-mail or regular mail, it takes approximately **5 business days from the day received** to process and verify your resume. E-mail and regular mail resumes require special handling and scanner processing.

Please carefully read the guidance on preparing your resume. Failure to follow these instructions may result in your resume not being processed and the loss of job consideration. Your resume must completely describe your work experience and education since that information is used to determine if you meet the experience requirements and that you possess the knowledge, skills, and abilities (KSAs) for the position(s). Each vacancy announcement will list the KSAs required for the respective position. You may only have one resume on file at any time (the one most recently submitted). It is used to consider you for all vacancies for which you self-nominate. A sample resume and supplemental data is available for your review on pages 20-21. The supplemental data questions and overseas unique data are on pages 18 and 19.

**CAUTION: DO NOT INCLUDE CLASSIFIED INFORMATION IN YOUR RESUME**

## The Do's and Don'ts

**\*When preparing a computer generated or typed pre-positioned resume, remember...**

### Do's

- ✓ Follow the required resume and supplemental data format guide shown on pages 16-20 and format sample pages 20-21
- ✓ Include supplemental data on a separate continuation sheet (see page 21)
- ✓ Proofread for errors and pay particular attention to spelling
- ✓ Use only black ink on 8.5" by 11" white bond paper printed on one side
- ✓ Limit your resume to five pages or less. If you send more than five pages you risk the possibility of losing information when your resume is processed into our system
- ✓ Use a font size of 11 to 14 (12 point is preferred)
- ✓ Use a minimum of ½ inch margins on all sides of your resume
- ✓ Use Times New Roman (12 point) or Palatino (12 point) for best results, but standard typefaces such as Arial, Helvetica, Futura, Optima, Universe, New Century Schoolbook and Courier are acceptable

## Don't

- ✓ Do **not** use fonts such as **bold**, *italics*, *script*, underlining, or shadows
- ✓ Do **not** use vertical and horizontal lines, slash marks (except to show dates), graphics, pictures, boxes or borders
- ✓ Do **not** submit supporting documentation with your resume. **Note:** If you are selected for a vacancy, you will be notified by the Staffing Specialist to provide documentation for validation purposes within 5 working days of employment offer. All job offers are contingent upon receipt and validation of the required supporting documents.
- ✓ Do **not** use two-column format or resumes that look like newspapers
- ✓ Do **not** type in all capital letters except as indicated for subject headings
- ✓ Do **not** use acronyms or abbreviations, other than to describe type of systems
- ✓ Do **not** condense spacing between letters
- ✓ Do **not** place your name, social security number, address or telephone number in the document header (Include all information in the body of the e-mail or resume)
- ✓ If you do not electronically submit your resume, provide a typewritten, laser printed (if possible), or high quality copy. Avoid using dot matrix printers, bubble jet printers or low quality copies. Your resume will not be accepted if it is handwritten
- ✓ Do **not** staple, fold, bind or punch holes in resume
- ✓ Do **not** use correction fluid, correction tape or make pen-and-ink changes or deletions
- ✓ Do **not** fax a resume (Unscannable in RESUMIX)
- ✓ Do **not** send your resume as an attachment to an e-mail
- ✓ Do **not** use bullets or any special type characters

## How to Submit Your Resume and Supplemental Data

There are three ways to submit your resume and supplemental data. **TIP!** Only submit your resume and supplemental data 1 of the 3 ways, if you submit it all 3 ways at the same time, the resume and supplemental data received last will be the most current on file.

1) **Resume Writer (Preferred Method):** We highly recommend you prepare your resume and supplemental data electronically using the **Resume Writer** at:

<http://ww2.fpc.randolph.af.mil/resweb/resume.htm><http://www.afpc.randolph.af.mil/afjobs>

Some advantages to using the Resume Writer are:

- On-line instructions with instant submission and processed in 24 hours
- Resume Writer properly formats your resume for you
- Electronically respond to competitive examining [Delegated Examining Unit (DEU)] vacancy announcements on-line
- Minimizes errors
- User-friendly
- Easy and efficient

You will be able to [update](#), [view](#), [edit](#), and [print](#) your resume at any time. This feature is not available for e-mail and mailed in resumes. By using the Resume Writer, your resume goes directly into our database.



**TIP!** Many applicants find it useful to prepare their resume as a word document and then “copy and paste” it into the **Resume Writer**.

----- OR -----

- 2) **E-mail (Alternate Method):** E-mail your resume and supplemental data using the following procedures. Please ensure your e-mail sensitivity option is not set to "Private." While you may receive a resume confirmation notification, AFPC will not be able to view or process your resume. You will need to set your options to "Normal."

- Prepare resume and supplemental data in the body of your e-mail (not as an attachment) and send to:
  - **Ext.Resume@randolph.af.mil** (**EXTERNAL** Applicants)
  - **Int.Resume@randolph.af.mil** (**INTERNAL** Employees)
- Place "Applicant Information" in the subject line of the e-mail message

**Reminder:** You will not be able to view, edit, or print your resume. This feature is only available with Resume Writer.

----- OR -----

- 3) **Regular Mail (Alternate Method):** If you submit your resume and supplemental data through regular mail, send it to:

HQ AFPC/DPKRS  
Attn: Recruitment Service Center  
555 E Street West Suite 01  
Randolph AFB TX 78150-4530

**Note:** Resumes mailed in government postage paid envelopes will not be accepted. Use of postage paid official envelopes is a violation of OPM and postal regulations. Once submitted, resumes become property of the Department of Air Force and will not be returned or copied.

**Reminder:** You will not be able to view, edit, or print your resume. This feature is only available with Resume Writer.

---

### PIN Numbers and User IDs

**External Candidates (E-mail and Mail Resumes Only)** - Your original PIN number will be the last 4 digits of your home phone number. You will be required to change your PIN to a random six-digit numeric PIN that is not part of your social security number or date of birth. **Note:** If you submitted your resume using Resume Writer, the system will automatically prompt you to create a 6 digit number.

**Internal Candidates** - As an internal employee, you will need to access the AFPC Secure Web with your USERID and Password. If you have not established a USERID and Password, follow the instructions on the AFPC Secure Web webpage.

## Who May Apply - How to Determine Your Eligibility

Use the table below to assist you in determining your eligibility(s)

To be considered for employment, you must self-identify or list your eligibility(s) when completing the supplemental data question number 2 (page 18). Due to regulatory requirements covering Federal employment, we must collect information to determine the proper way to refer your resume and supplemental data for consideration. The Human Resource Staffing Specialist uses this information to determine if you meet regulatory eligibilities and appointment authorities listed in the vacancy announcement under "who may apply."

You must self identify or list your appointment eligibility(s) when completing supplemental data question number 2 (page 18). You may be eligible for more than one category. Select all eligibilities that presently apply to you. It is your responsibility to only select the eligibilities that apply to you. AFPC is not responsible for erroneous eligibilities that you list or those which you fail to list. **For applicants interested in foreign vacancies refer to pages 12 and 19 for additional overseas unique employment eligibilities/format.**

If You Are:	And...	Your Eligibility Is:  (Use when answering Supplemental Data Question #2)  (Subject to verification)  (The eligibility you will list is in parentheses)	Required Documentation  Do not submit with your resume. Applicants must provide the requested validating documentation within 5 working days of employment offer. All offers are contingent upon receipt and validation of the required documentation.
<b>General Public Categories:</b> <b>(All U.S. Citizens--With or without prior civil service or military service)</b>			
U.S. citizen 18 years of age or older (or a high school graduate who is 16 years old or older)		(DEU) Delegated Examining Authority	
If You Are:	And...	Your Eligibility Is: See Note 2	Required Documentation See Note 3
The spouse of an active duty military member who accompanied their sponsor on a permanent change of duty station (PCS) move.	You were married to your military sponsor prior to the reporting date to the new duty assignment and the position for which you are applying is within the commuting area of your military sponsor's permanent new duty station.	<b>Military Spouse Preference</b>	A copy of your military sponsor's PCS orders.  <a href="https://ww2.afpc.randolph.af.mil/resweb/deu/documents/Military%20Spouse%20Program%20Info.pdf">https://ww2.afpc.randolph.af.mil/resweb/deu/documents/Military%20Spouse%20Program%20Info.pdf</a>
Person with disabilities. A person is considered disabled if he/she has a physical or mental impairment that substantially limits one or more major life activities.		(Handicapped) <b>Employment of People with Disabilities</b>  This authority is open to both veterans and non-veterans with a severe disability	Certification statement from a State Vocational Rehabilitation Service, Department of Veterans Affairs or Gallaudet College

**Veterans Categories: (Select all that apply. Limiting eligibility choices may result in missed employment opportunities.)**

<b>If You Are:</b>	<b>And...</b>	<b>Your Eligibility Is:</b> See Note 2	<b>Required Documentation</b> See Note 3
Current or former military member with a service-connected disability of 30 percent or more.		<b>(30%)</b>  <b>30% Disabled Veteran</b>	DD Form 214 (member 4 copy) documenting final military separation/retirement. SF 15 claiming 10-point preference and an official statement, dated 1991 or later, from the Dept of Veterans Affairs (VA), or from a branch of the Armed Forces, certifying that the veteran has a service-connected disability of 30% or more.
<p>A disabled veteran who is entitled to compensation, or a veteran who was discharged or released from active duty due to a service-connected disability;</p> <p><i>Or</i></p> <p>A veteran who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized;</p> <p><i>Or</i></p> <p>A veteran who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal (AFSM) was awarded;</p> <p><i>Or</i></p> <p>A veteran who separated from active service within the <u>last three years</u>.</p>	<i>And...</i> separated under conditions other than dishonorable.	<p><b>(VRA)</b>  <b>Veterans' Recruitment Appointment</b></p> <p>(Note: Applicants eligible for VRA may be appointed to any grade level for which qualified up to GS-11 or equivalent.)</p>	<p>DD Form 214 (member 4 copy) documenting award of campaign badge or Armed Forces Service Medal (if applicable), and final military separation / retirement. If currently on active duty, and within 120 days of separation, submit documentation from your military personnel office.</p> <p>SF 15 claiming 10-point preference and an official statement, dated 1991 or later, from the Dept of Veterans Affairs or from a branch of the Armed Forces, certifying to the veteran's present receipt of compensation for service-connected disability or disability retired pay</p> <p><i>Or</i></p> <p>An official statement, dated 1991 or later, from the Dept of Veterans Affairs or from a branch of the Armed Forces, certifying that the veteran has a service-connected disability of 10% or more.</p>
<p>Current or Former Military Member</p> <p><i>Or</i></p> <p>Preference Eligible (Including derived preference, i.e., widow, mother.)</p>	<p><i>And...</i> Have separated from the armed forces under honorable conditions after substantially 3 years of continuous active duty service.</p>	<p><b>(VEOA)</b>  <b>Veterans' Employment Opportunity Act of 1998</b></p> <p>(Note: This appointment authority is only used to fill permanent positions. Current federal employees on career or career-conditional appointments and those eligible for reinstatement are not considered under this authority.)</p>	DD Form 214 (member 4 copy) documenting final military separation/retirement. If currently on active duty, and within 120 days of separation, submit documentation from your military personnel office verifying retirement/separation date and type of discharge.



<b>Current and/or Prior Federal Civil Service Employee Categories:</b>			
<b>If You Are:</b>	<b>And...</b>	<b>Your Eligibility Is:</b> See Note 2	<b>Required Documentation</b> See Note 3
Former Career-Conditional Federal Civil Service Employee	<b>And...</b> You have less than a 3-year break in service  (Note: The 3-year limit is extended by the time spent while accompanying military spouse to an overseas location. A copy of official PCS orders must support Extension.)	<b>(Reinstatement)</b>	Most current SF-50 documenting competitive status (usually the resignation SF-50)
Former Career Federal Civil Service Employee who served on a permanent competitive appointment  (Note: Current permanent Air Force employees who are on LWOP and with no other eligibility, who wish to be considered for temporary or term appointment, may also apply under this category. A resume and supplemental data must be submitted.)		<b>(Reinstatement)</b>  (Lifetime reinstatement rights)	Most current SF-50 documenting competitive status (usually the resignation SF-50)
Former Career-Conditional Federal Civil Service Employee	<b>And...</b> You meet the Office of Personnel Management veteran preference requirements for 5 or 10 point employment preference	<b>(Reinstatement)</b>  (Lifetime reinstatement rights)	Most current SF-50 documenting competitive status (usually the resignation SF-50). DD-214 (member 4 copy) documenting campaign and/or expeditionary medal, or SF-15 and VA letter, dated 1991 or later, indicating disability rating.
Current career or career-conditional permanent, competitive status Non-Air Force Federal Civil Service employees including those on LWOP		<b>(Transfer)</b>	Most current SF-50 documenting competitive status or equivalent documentation.
Current or former federal employees displaced from Non-DoD agencies (e.g., IRS, VA, Dept of Labor, etc.). Applicants eligible under ICTAP are provided priority consideration for vacancies for which they are well qualified only within their commuting area. ICTAP eligibles that are displaced Panama Canal employees are provided priority consideration for vacant positions for which they apply and are well qualified throughout the Continental U.S.		<b>(ICTAP)</b>  <b>Interagency Career Transition Assistance Plan</b>	Copies of the appropriate documentation, such as RIF separation notice, a SF-50 reflecting your RIF separation, or a notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area. Current (or last) performance rating of record of at least fully successful or the equivalent
Employed as a current or former appropriated fund Federal employee overseas while a family member of a Federal civilian employee, NAF employee, or family member of a uniformed service member officially assigned to an overseas area. You accumulated 52 weeks (or less if eligible under an authorized exception) of creditable service and received a fully successful or better performance rating.	<b>And...</b> You returned to the U.S. from the overseas tour of duty within the last 3 years	<b>(EO 12721)</b> <b>Executive Order 12721</b>	SF-50s verifying completion of 52 weeks of creditable overseas service for family members applying under EO 12721

<b>If You Are:</b>	<b>And...</b>	<b>Your Eligibility Is:</b> See Note 2	<b>Required Documentation</b> See Note 3
Federal civil service employees currently serving on a CIPMS appointment without time limitation or applicants who have been involuntary separated from such appointment without personal cause within the last year.  (Note: You must have occupied a CIPMS position for 1 year of continuous service in order to be considered for competitive service positions. However, you do not need to have 1 year of continuous service to be considered for another CIPMS position.)		<b>(CIPMS)/(DCIPS)</b>  <b>Civilian Intelligence Personnel Management System</b>  <b>Defense Civilian Intelligence Personnel System</b>  (Does not cover NSA and DIA employees)	SF-50 documenting status or equivalent documentation

### Student Employment Opportunities Categories:

<b>If You Are:</b>	<b>And...</b>	<b>Your Eligibility Is:</b> See Note 2	<b>Required Documentation</b> See Note 3
Students enrolled or accepted for enrollment as degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited high school, technical, vocational, 2 or 4 year college or university, graduate or professional school.	<b>And...</b> Willing to work temporary	<b>(STEP)</b>  <b>Student Temporary Employment Program</b>	College transcripts or letter from counselor/registrar

### Non-Appropriated Fund, Postal Service, and Other Unique Authorities:

<b>If You Are:</b>	<b>And...</b>	<b>Your Eligibility Is:</b> See Note 2	<b>Required Documentation</b> See Note 3
Currently serving on a NAFI or AAFES position without time limitation or involuntarily separated from such appointment without personal cause within the preceding year. Must be or have been serving continuously for at least 1 year in a NAFI or AAFES position under appointments without time limit. May be appointed only to permanent positions based on this authority		<b>(NAFI/AAFES)</b>  <b>Non-Appropriated Fund Or Army/Air Force Exchange Service Employees</b>	Documentation of 1 year of NAFI/AAFES service for non-appropriated fund employees applying under NAF Portability.
Attorneys (GS-0905) and Intelligence Specialist (GS-0132)		<b>(Excepted)</b> <b>Excepted Service</b>	
Postal Career Service/Postal Rate Commission, VISTA/ACTION Volunteer, Peace Corps, Foreign Service Officers and Employees, Commissioned Corps of the Public Health Service, National Oceanic and Atmospheric Administration, Panama Canal Commission, Former employees of the Canal Merit System, General Accounting Office, Administrative Office of the U.S. Courts, Tennessee Valley Authority, or Nuclear Regulatory Commission, Federal Aviation Administration, and Transportation Security Administration		<b>(OAA)</b>  See note 1 below for complete definitions and time limits that apply	Proof of employment from appropriate agency.

**NOTE 1:** The following applies to those eligible under "OAA"

**Postal Career Service/Postal Rate Commission** - Eligible when serving under an appointment without time limitation, successfully completed a probationary period, and has no break in service.

**VISTA/ACTION Volunteer** - Eligible within 1 year of having completed 12 months of community volunteer service under the Peace Corps Act or as a VISTA volunteer under the Economic Opportunity Act of 1964 or the Domestic Volunteer Service Act of 1973.

**Peace Corps** - Eligible within 3 years after serving not less than 36 months without a break in service of 3 days or more of continuous service under the Peace Corps.

**Foreign Service Officers and Employees** - Present or former career officer or employee of the Foreign Service, appointed under authority of the Foreign Service Act of 1946, as amended.

**Commissioned Corps of the Public Health Service** - Eligible within 3 years after returning from overseas if at least 52 weeks of service in an appropriated fund position were completed.

**National Oceanic and Atmospheric Administration** - Eligible within 3 years after returning from overseas if at least 52 weeks of service in an appropriated fund position were completed.

**Panama Canal Commission** - Eligible after at least 1 year of continuous employment under non-temporary appointment in the Panama Canal Commission located in the United States.

**General Accounting Office** - Eligible upon completion of 1 year of continuous service on a non-temporary appointment that began on or after 1 Oct 80.

**Administrative Office of the U.S. Courts** - Current/former federal employees are eligible with completion of at least 1 year of continuous service under non-temporary appointment. Employees appointed to high level positions under 28 U.S.C. 603 or a position of confidential or policy-making nature is not eligible under this authority.

**Federal Aviation Administration** - Agreement effective 11/6/97; expires 7/1/05. Eligible after at least 1 year of continuous employment on a non-temporary appointment or have been involuntarily separated from such appointments without personal cause within the preceding year.

**Transportation Security Administration** - Agreement effective 02/01/05; expires 01/31/08. Eligible after at least 1 year of continuous employment on a non-temporary appointment or have been involuntarily separated from such appointments without personal cause within the preceding year.

**NOTE 2:** Use when answering Supplemental Data Question #2; Eligibility is subject to verification; The eligibility you will list is in parentheses.

**NOTE 3:** Do not submit supporting documentation with your resume. Applicants must provide the requested validating documentation within 5 working days of employment offer only. All offers are contingent upon receipt and validation of the required documentation.

## OVERSEAS UNIQUE ELIGIBILITY/APPOINTING AUTHORITIES (Only applies to vacancy announcements in a foreign area)

If You Are:	And...	Your Eligibility Is:	Required Documentation
The spouse of an active duty military member (sponsor) of the US Armed Forces who accompanies their military sponsor on a permanent change of station (PCS) move.	<b>See Note 1</b>	Military Spouse Preference (MSP)	PCS Orders, area clearance, or command sponsorship letter.  <b>See Note 3</b>
The spouse or unmarried children (including stepchildren, adopted children, and foster children) not more than 23 years of age residing with a US citizen civilian employee (sponsor), who accompanies their civilian sponsor on a permanent change of station (PCS) move.	<b>See Note 2</b>	Family Member Preference (FMP)	PCS Orders, area clearance, or command sponsorship letter.  <b>See Note 3</b>
The spouse or unmarried children (including stepchildren, adopted children, and foster children) not more than 23 years of age residing with a member (sponsor) of the US Armed Forces or a US citizen civilian employee (sponsor) of a US Government Agency including NAF activities whose duty station is in a foreign area.		Excepted Service Family Member Appointment	PCS Orders  <b>See Note 3</b>
All U.S. citizens without personal competitive status; employees on temporary and term positions; employees on excepted service positions who do not meet eligibility requirements for an interchange agreement; and applicants who have not worked for the Federal government.	You are not eligible to apply under any other authorities.  You are a high school graduate who is 16 years or older	Overseas Limited Appointment	<b>See Note 3</b>

**Note 1:** MSP applies when the spouse arrives in the overseas area and to a position in the commuting area of the military sponsor's permanent duty station. MSP applies if you are ranked among the best qualified for the vacancy for which you are applying. **To exercise Military Spouse Preference (MSP), you must also select the Family Member Appointment eligibility in order to receive consideration.**

**Note 2:** FMP applies when the Family Member (FM) arrives in the overseas area and to positions in the commuting areas of the sponsor's duty station. **To exercise Family Member Preference, you must also select the Family Member Appointment eligibility in order to receive consideration.**

**Note 3:** Verification of Status of Forces Agreement (SOFA) status will be required for positions located in Japan and Korea.

## Determining Veterans' Preference

Veteran's Preference Advisor - <http://www.dol.gov/elaws/vetspref.htm>  
(For additional information on veterans' issues see page 25)

If you:	Then Preference Is:
1. Honorably separated veteran who served at any time and you have a compensable service-connected disability rating of 30 percent or more	10 Point - 30% Compensable Disability
2. Honorably separated veteran who served at any time and you have a compensable service-connected disability rating of at least 10 percent but less than 30 percent	10 Point - Compensable
3. Purple Heart Recipient	10 Point - Disability
4. Honorably separated veteran who qualifies as a disabled veteran because you served on active duty in the Armed Forces at any time, and have a present service-connected disability or are receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans' Affairs	10 Point - Disability
5. Spouse of other-than-dishonorably discharged disabled veteran who is disqualified for a Federal position along the general lines of his or her usual occupation because of a service-connected disability	10 Point - Derived/Other
6. Widow or widower of other-than-dishonorably discharged veteran not divorced from the veteran, has not remarried, or the remarriage was annulled, and the veteran either served between Apr 8, 1952 and Jul 10, 1955 or during a war, campaign or expedition for which a campaign badge is authorized	10 Point - Derived/Other
7. Widow or widower of a veteran not divorced from the veteran, not remarried, or the remarriage was annulled, and the veteran died while on active duty that included service described immediately above (6) under conditions that would not have been the basis for other than an honorable or general discharge	10 Point - Derived/Other
8. Mother of a living disabled veteran, and the veteran was separated with an honorable or general discharge from active duty performed at any time and was permanently and totally disabled from a service-connected injury or illness; and the mother (1) is or was married to the father of the veteran; and lives with her totally and permanently disabled husband (either the veteran's father or her husband through remarriage); or (2) is widowed, divorced, or separated from the veteran's father and has not remarried; or (3) remarried but is widowed, divorced, or legally separated from her husband when she claims the preference.	10 Point - Derived/Other
9. Veteran discharged with an honorable or general discharge who served during a war (See note 1)	5 Point
10. Veteran discharged with an honorable or general discharge who served during the period of Apr 28, 1952 through Jul 1, 1955; OR for more than 180 consecutive days, other than for training, any part of which occurred after Jan 31, 1955 and before Oct 15, 1976 (See note 1)	5 Point
11. Veteran discharged with an honorable or general discharge who served during the Gulf War from Aug 2, 1990 through Jan 2, 1992 (See note 1)	5 Point
12. Veteran discharged with an honorable or general discharge that served in a campaign or expedition for which a campaign medal has been authorized. Any armed forces expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama Somalia, Bosnia, and Haiti, qualifies for preference. (See notes 1 and 2)	5 Point
13. None of the above	No Preference

### Notes:

- Retired at the rank of Major (0-4) and above are not entitled to 5-point veterans' preference.
- A campaign medal holder or Gulf War veteran who originally enlisted after Sep 7, 1980 (or began active duty on or after 14 Oct 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called ordered to active duty. The 24-month service requirement does not apply to 10-point preference eligible separated for disability incurred or aggravated in the line of duty, or to veterans separated for hardship or other reasons under 10 U.S.C. 1171 or 1173.

## Step 2: Search for a Job

(New vacancy announcements are posted weekly)

Now that your properly-formatted resume and completed supplemental data are on file or "pre-positioned" at AFPC, it is time to search for that perfect job.

**Reminder:** It takes up to 5 business days to process your e-mail or mail resume and supplemental data once it is received. If you use our on-line Resume Writer, it will take approximately 24 hours to process into RESUMIX.

There are three ways to search for vacancies:

a. Conduct your own job search through the AFPC Civilian Employment Homepage website at <http://www.afpc.randolph.af.mil/afjobs>.

b. Subscribe to our Civilian Announcement Notification System (CANS) by registering at our website (<http://www.afpc.randolph.af.mil/afjobs>). Input your search criteria and you will receive an e-mail notice when a vacancy matching your criteria becomes available. This is **ONLY** a notice. After you receive an e-mail notice and you decide you're interested in the job you must go to AFPC's Civilian Employment website and self-nominate to receive consideration.

c. If you do not have access to the World Wide Web, listen to job vacancies through the AFPC Job Line. See page 25 or a complete list of toll free numbers.

## Step 3: Self-Nominate

You found a job you are interested in (and your pre-positioned resume and supplemental data are already on file and verified by AFPC), so now it is time to self-nominate through the AFPC Civilian Employment website (page 25) or the AFPC Job Line (page 25). You need your social security number and personal identification number (PIN) for either option. You need the 11-digit announcement, (i.e., 04NOV123456) number if self-nominating on the AFPC Job Line. If you are a permanent internal Air Force employee, you will need your USERID and Password to access AFPC Secure Web.

It is very important to read the entire vacancy announcement before you submit your self-nomination.

For self-nominations through the phone (IVRS) system, be sure to have the 11-digit announcement number, i.e., 04NOV123456.

**Note:** When you search for vacancies without logging in, all (DEU, External and Internal) vacancies will be visible. If you are an external candidate and log into the system to self-nominate, the website will only show DEU and external vacancies. As an external candidate, you will not be able to self-nominate for internal vacancies.



**TIP!** Be sure that you see the self-nomination confirmation before exiting the website. If you do not see a confirmation, your self-nomination was not completed. We recommend that you print a copy of the confirmation for future reference.

### **Checking on the status of your self-nomination(s)**

You may also check the status of your self-nominations through AFPC's Civilian Employment website or the Air Force Job Line.

If you are determined to be qualified based on initial screening you may be referred to the hiring authority for consideration. It is solely the option of the selecting official to interview applicants. It is more likely that selections are made after a comprehensive review of the resumes. If selected, you are notified by telephone and/or mail with instructions for in-processing.

You will be able to review the self-nomination status for each location and position(s) that has received an assigned status tracking code.

**Reminder:** Upon selection for a temporary or term appointment, your resume and supplemental data are made unavailable/inactive. If you wish to be considered for future job opportunities you must submit a new resume and supplemental data after you begin your new job.



#### **TIPS!**

- ★ If you want to self-nominate (apply) and update your resume that is currently on file, we recommend that you self-nominate first before updating your resume because you will not be able to self-nominate while your resume is being updated.
- ★ If your resume has expired (External Candidates) and you submitted your resume through Resume Writer, just simply access AFPC website and select Resume Writer menu option. Click on "Update Resume" and make any necessary changes, then click "Submit." The system will require 24 hours to refresh before the resume flows into AFPC Resumix data system. Once the resume has flowed during this 24 hour period, you will be able to self-nominate for vacancies.
- ★ If you are a permanent Air Force civil service employee and want to self-nominate for an "External" vacancy announcement, be sure that you have a current resume and supplemental data on file.

## Required Resume Format Instructions

Name: First MI Last (Do not provide your name and SSN at the top of each page – Do not place in document header)

Social Security Number: 111-22-1111(Include Dashes)

Candidate source: (External OR Internal)

Mailing Address:

Home Phone Number:

Work Phone Number (Commercial):

Work Phone Number (DSN):

E-mail Address: (Do not underline e-mail address)

**SUMMARY OF SKILLS: Document the performance of duties that used these skills in the experience and employment history section.**

Enter all the actual skills you possess, e.g., filing, Windows 95 programming, Budget Preparations, Spreadsheets, Aircraft Engine Assemblies, T-38 Engine Repair, Electrical Motor Fabrication, etc.

EXPERIENCE: 

Address the types of Knowledge, Skills and Abilities (KSAs) for positions you are interested in within the content of the experience block. Do not use separate page to address the KSAs.

Enter the following information beginning with your most recent employment

Start and End Dates (month and four-digit year)

Hours Per Week

Position Title, Pay Plan, Series, and Grade (if Federal civilian position, otherwise, show military rank after position title, if appropriate)

Organization name (agency or company) and complete mailing address

Supervisor's name and phone number

**(LEAVE BLANK LINE)**

Provide a brief description of your work experience

Limit each summary to one block of experience per occupation **(Do not combine your entire work history into one single paragraph)**

If your experience describes a Federal civilian position in the same series but at different grade levels, include month and year promoted to each grade

Indicate if temporary promotion or detail

Describe your experience with specific action verbs and nouns rather than vague descriptions

Include all major tasks

Use proper punctuation between separate tasks **(Do not use run-on sentences or clauses, which are separated by semi-colons)**

Any systems you worked with or on and specific software programs you used

Any regulations, directives, technical orders, instructions etc., you have worked with, implemented, researched or developed

Any special tools and equipment used

Types of aircraft and/or specialized machinery you worked with

Any special programs you may have managed

If applicable, number of employees supervised and whether position was as 1st or 2nd level supervisor

If applicable, any acquisition duties (Indicate percentage of time spent on acquisition duties)

**FORMAL EDUCATION:**

List highest degree earned (i.e., High School, Associates, Bachelors, Master, etc.), number of total semester or quarter hours earned (if business college, technical or vocational school, provide classroom hours instead of semester or quarter hours), type of credit hours (specify semester, quarter of classroom



hours), school type (specify high school, business college, technical, vocational, or college/university), name and address of academic institution, major field of study and credit hours (to qualify as a recordable major, there must be at least 20 semester hours or 30 quarter hours), minor field of study and credit hours (to qualify as a recordable minor, there must be at least 12 semester hours or 18 quarter hours), academic level year (i.e., freshman, sophomore, junior, senior), year degree awarded, grade point average (GPA).

If your highest level of education is high school, list either the highest grade you completed, the year you graduated or the date you were awarded your GED.

#### EDUCATIONAL COURSE WORK:

List the appropriate academic field (e.g., biology, mechanical engineering, economics, sociology, etc.) and all courses you have taken (including those failed) which appear to satisfy the qualification requirements of positions for which you are applying. List graduate and undergraduate courses separately. To ensure your training occurrence corresponds to the course(s) you actually attended, upon employment with the Air Force, you may be asked to provide transcripts. The Staffing Specialist will ask for transcripts if they need verification, otherwise information is taken from resume.

#### SPECIALIZED TRAINING:

List any training courses you have completed and consider valuable and relevant to your career goals. List the course title as it appears on the certificate of completion or other official document. List the starting date, ending date, and the total hours (semester or quarter) or total Continuing Education Units (CEU's). It is your responsibility to keep originals or copies of certificates of course completions for all training attended - - you may be required to provide proof of course completions.

#### LICENSES/CERTIFICATES:

List professional licenses or certificates, and date certificate issued (year/month/day). Include the state, if applicable.

Some essential certificates to list are:

Fire Fighters and Emergency Service certification or pre-certification for all position levels for which you are applying

All Acquisition Professional Development Program (APDP) certification levels obtained  
Contracting-related certification level required for your current Department of Defense (DoD) position

#### AWARDS:

List any honors, awards and special accomplishments achieved, and dates received.

#### OTHER INFORMATION:

List other relevant information [professional memberships in professional/honor societies, professional publications, language proficiencies (non-English) in which you have near-native fluency, leadership activities, public speaking, typing, or stenography proficiencies].

**NOTE: External Applicant Resumes will expire 1 year after last submission/update.**

**CAUTION: DO NOT INCLUDE CLASSIFIED INFORMATION IN YOUR RESUME**

# I. Standard Supplemental Data Questions

(See additional overseas questions in Section II)

You must submit answers to the supplemental data questions below for all vacancies. Please include these answers on a separate continuation sheet with your resume. Resumes will not be processed without the answers to these questions attached. **Do not** retype the questions--submit numbered answers only. Place your name and social security number at the top of the page. **(Note: If this is your initial resume and you are self-nominating for a DEU position, include the DEU Announcement Number after your social security number.)**

<b>Questions:</b>	<b>Sample Answers:</b>
1. Candidate Source under which you are applying (Choose one: External OR Internal)	1. External
2. List your eligibility. <b>Tip!</b> List ALL eligibilities that apply. (Refer to pages 7 thru 11)	2. DEU, Transfer
3. Date of Birth: (MM/DD/YYYY)	3. 01/01/1957
4. Are you a citizen of the United States?	4. Yes
5. Have you ever served ACTIVE DUTY in the military other than active duty for training? <div style="margin-left: 20px;">a. List all dates of ACTIVE DUTY service (date entered active duty and date of separation or retirement): (MM/DD/YYYY to MM/DD/YYYY).  <b>Tip!</b> Separation date or retirement date can be a future date            b. List campaign badges/medals for claiming veterans' preference:  <b>Tip!</b> Reference your DD 214 (member 4 copy) to obtain this information            c. List type of discharge            d. Are you retired from ACTIVE DUTY military service? If yes, provide rank and date of retirement: (MM/DD/YYYY).</div>	5. Yes <div style="margin-left: 20px;">a. 09/15/1974 to 09/15/1978; 01/01/1980 to 01/01/2000            b. Southwest Asia Service Medal            c. Honorable            d. Yes, MSgt (E-7), 01/01/2000</div>
6. If you are claiming veterans' preference for hiring list the appropriate category: <b>See Page 13 for chart for assistance in determining veteran's preference.</b> <div style="margin-left: 20px;">5 point                                      10 point/other            10 point/disability (non-compensable)      10 point/30% or more disabled veteran            10 point/compensable</div>	6. 5 point
7. Were you ever a Federal Civilian Employee? If yes, was it a Career, Career-Conditional, Term, Temporary, or Excepted appointment? (List all that apply). <div style="margin-left: 20px;">a. Are you currently a permanent Federal Civilian Employee? If yes, which agency?            b. Are you currently on leave without pay? If yes, what is your expiration date?            c. Please indicate the highest permanent pay plan and grade held. List to and from dates.            d. Have you ever received a Voluntary Separation Incentive? Is yes, when? (MM/DD/YYYY).            e. Have you completed a supervisory or managerial probationary period?</div>	7. Yes, Career and Term <div style="margin-left: 20px;">a. Yes, Dept of the Army            b. Yes, 10/01/2002            c. WG10, 11/14/1995 to 08/31/1999            d. No            e. No</div>
8. May we contact your current supervisor?	8. Yes
9. How many words per minute can you type?	9. 45 wpm
10. How many words per minute can you take dictation?	10. 85 wpm
<b>*****See next page for additional questions for overseas vacancies only*****</b>	



## II. (Additional) Overseas Supplemental Data Questions

(Applicable only if you are applying for vacancies in a foreign area)

If you are interested in being considered for employment in a foreign area, you must submit answers to the additional supplemental data questions below. Please include these answers on a separate continuation sheet with your resume along with Supplemental Data questions in Section I. **Do not** retype the questions-- submit numbered answers only. Place your name and social security number at the top of the page.

Questions:	Sample Answers:
<p>1. Military Spouse Preference</p> <p>A. Sponsor (Select the appropriate category below)</p> <p>Active Duty DoD Civilian (Hired outside the local area) DoD Civilian (Hired Locally) Contractor Employed US Citizen None of the above</p> <p>B. Specify relationship to sponsor (Specify relationship to sponsor from options below)</p> <p>Spouse Child Self None of the above</p>	<p>1A.</p> <p>Active duty</p> <p>1B.</p> <p>Spouse</p>
2. Sponsor's date of estimated return from overseas (DEROS) enter date (MM/DD/YYYY)	2. 01/01/2006
3. Do you hold dual nationality with any country outside the USA? Yes / No	3. Yes, Spain
If yes, which country? (Specify Country)	
4. Do you currently hold a work permit for any countries outside the USA? Yes/No	4. No
If yes, please specify the country?	
5. Date of arrival in foreign/overseas area? Date (MM/DD/YYYY)	5. 10/09/2004
<p>6. Have you accepted/declined a federal government appropriated fund (APF) or non-appropriated fund (NAF) position, including AAFES, DoDEA, in the overseas commuting area? Yes/No</p> <p>If yes, please indicate from the following selection</p> <p>Permanent position Temporary position less than one year Temporary position greater than one year</p>	6. Yes, Permanent position

## Resume Format Sample

Sam A. Samples  
222-11-8888  
Candidate Source: External  
988 EAST DRAKE AVE  
SAN ANTONIO, TEXAS 78204  
Home Phone: (210) 225-0000  
Work Phone: (215) 444-0909  
Work Phone: DSN 665-3366  
E-mail: [RS1085@Zianet.net](mailto:RS1085@Zianet.net)

Social Security Number (SSN) with dashes--must be included--failure to provide SSN will result in resume not being processed and loss of job consideration.  
Use font size 11 to 12: Times New Roman (12 point) or Palatino (12 point) for best results, but standard typefaces such as Arial, Helvetica, Futura, Optima, Universe, New Century Schoolbook and Courier are acceptable

### SUMMARY OF SKILLS:

Aircraft engine assembly; hydraulic systems, fuel and oil systems, Windows XP.

### EXPERIENCE

April 2000 to Present  
40 Hours  
Airframe and Power Plant Mechanic  
Boeing Aircraft Company, 200 Duncan Street, Kelly USA, San Antonio, TX78204  
Hal Brennon, (210) 444-0909

Start and End Dates (Month and Year), Hours Worked Per Week  
Position Title: If Federal employee - Pay Plan, Series, Grade (Federal positions)  
Account for Different Grade Levels and Include Month and Year Held  
Knowledge, Skills, and Abilities (KSAs) must be addressed in your work experience.  
We do not **accept KSAs typed on separate sheets of paper.**

Determines nature and extent of repairs required from review of discrepancy reports, such as major aircraft systems airframe, landing gear, engines, gear boxes, pumps, hydraulic systems, fuel and oils systems. Performs maintenance and functional checks on KC-10 and Boeing 737s aircraft systems such as flight controls, landing gears, gear boxes, and engine components. Launch and recover aircraft. Performs ground operational checks using ground support equipment and/or by starting and operating engines through all prescribed power ranges. Diagnoses and corrects malfunctions in system utilizing test equipment. Conducts operational checks to determine airworthiness of aircraft components. Maintain maintenance records in accordance with applicable regulations. I utilize specialize tools such as scales, templates, fixtures and test stands to ensure components serviceability. Implements and follows safety standards and practices to ensure maintenance activities are in compliance with Air Force regulations and policies.

January 1979 to March 2000  
40 Hours  
Aircraft Maintenance Superintendent Senior Master Sergeant (SMSgt) E8  
Dept. of Air Force, 919<sup>th</sup> Special Operations Wing, 100 Eagle St, Eglin AFB, FL 76502  
Jim Smith, (210) 565-6731, DSN 665-3333

Supervised aircraft maintenance operations of various aircraft such as F-15, F-16, and C-130. Performed Pre-flight, Thru-flight and Basic post flight, home station, and other hourly inspections. Conducted functional maintenance systems checks on hydraulics, engines, flight controls, landing gear, auxiliary and various movable actuating components. Performed maintenance activities on structural elements such as fuselage and empennage, mechanical systems including control surface actuating mechanisms and arresting gear, jet engine and hydraulic, electrical systems. Used Air Force regulations, Technical Orders and other applicable aircraft regulations during maintenance.

### FORMAL EDUCATION:

BS, 1990, Aviation Management, Embry-Riddle Aeronautical University, Daytona Beach Florida, 32114-3900  
AA, 1987, Aircraft Maintenance Technology, Community College of the Air Force, Maxwell AFB, AL 36112-6613

### SPECIALIZED TRAINING:

Advance Aircraft Maintenance Technician School, Jan 1999 – Mar 1999, 480 Hrs,

### LICENSES/CERTIFICATES:

Federal Aviation Administration Airframe/Power Plant License (A&P)

### AWARDS:

Dept. of Air Force, Meritorious Service Medal, Feb 1992, 1996, and 2000; Dept. of Air Force, Commendation Medal

### OTHER INFORMATION:

## Sample Supplemental Data

Sam A. Samples

222-11-8888 (Must include dashes)

DEU ANNOUNCEMENT: 05AUG235897



### ★ **Important**

The following applies **only** to vacancy announcements that specify - **This is a Delegated Examining Unit "(DEU)" announcement:**

If you **do not** have a resume and supplemental data on file and this is your **first** submission by mail or e-mail and you are self-nominating for a vacancy, include the announcement number on your supplemental data sheet.

If your initial resume is received in the proper format, AFPC will self-nominate you for that position. **NOTE:** The "Who May Apply" block on the vacancy announcement will state: "Open to U.S. citizens only. Position to be filled through Delegated Examining Authority '(DEU).'"

If you already have a resume and supplemental data on file, it is your responsibility to self-nominate for job vacancies through either our website or job line.

**Note:** Read the Vacancy Announcement carefully. If the announcement is posted as "External" and not "DEU", you may self-nominate only after your resume has been processed if this is your initial resume.

1. External
2. DEU, Transfer
3. 01/01/1957
4. Yes
5. Yes
  - a. 01/01/1980 to 01/01/2000
  - b. Southwest Asia Service Medal
  - c. Honorable
  - d. Yes, MSgt (E-7), 01/01/2000
6. 5 point
7. Yes, Career and Term
  - a. Dept of the Army
  - b. Yes, 10/01/2002
  - c. WG10, 10/01/1978 to 12/01/1979
  - d. No
  - e. No
8. Yes
9. 45 WPM
10. 85 WPM

**Complete questions 1-6, only if you are interested in Overseas Employment in foreign countries:**

- 1A. Active Duty
- 1B. Spouse
2. 01/01/2006
3. Yes, Spain
4. No
5. 10.09/2004
6. Permanent Position

## Partially Serviced Bases

The following Air Force Bases receive partial services from AFPC and have their own employment application procedures for **“External”** vacancies. All centrally-managed career field positions are serviced by AFPC. All applicants will need to read the vacancy announcement carefully for specific details on the application process for the bases listed below. External applicants seeking employment at the following locations should contact the local Civilian Personnel Flight (CPF) at the base of interest or follow the web link to the respective bases.

### United States

Air Intelligence Agency (AIA)	<a href="http://aia.lackland.af.mil/homepages/dp/jobs.asp">http://aia.lackland.af.mil/homepages/dp/jobs.asp</a>
Hill Air Force Base, Utah	<a href="http://www.hill.af.mil/civpers/outside.htm">http://www.hill.af.mil/civpers/outside.htm</a>
Robins Air Force Base	<a href="http://www.robinsjobs.com/">http://www.robinsjobs.com/</a>
Tinker Air Force Base	<a href="http://www.tinker-af.org/jobs/employment.htm">http://www.tinker-af.org/jobs/employment.htm</a>
Wright-Patterson Air Force Base	<a href="https://www.wpafb.af.mil/personnel/civilian/employment/">https://www.wpafb.af.mil/personnel/civilian/employment/</a>

Pentagon/Bolling, Washington DC (11<sup>th</sup> Wing) - The following occupational series are serviced by AFPC/DPC:

GS-0303 – Miscellaneous Clerk and Assistant  
GS-0312 – Clerk/Reporting Stenographer, or Shorthand Reporter  
GS-0318 – Secretary  
GS-0326 – Office Automation Clerk/Assistant  
GS-0344 – Management and Program Clerical and Assistant  
All 02XX series positions in Military Personnel, Civilian Personnel, and Services

Applicants for these series will be required to follow AFPC employment requirements outlined in the AFPC JobKit.

[http://www.bolling.af.mil/orgs/Wing/DP/DPC/DPC\\_pages/employops.htm](http://www.bolling.af.mil/orgs/Wing/DP/DPC/DPC_pages/employops.htm)

### Overseas bases

Aviano Air Base, Italy	<a href="http://www.aviano-cpo.org/">http://www.aviano-cpo.org/</a>
Incirlik Air Base, Turkey	<a href="https://wwwmil.incirlik.af.mil/">https://wwwmil.incirlik.af.mil/</a>
Lajes, Azores	<a href="http://www.lajes.af.mil/job_vacancies.html">http://www.lajes.af.mil/job_vacancies.html</a>
Mildenhall Air Base, England	<a href="https://wwwmil.mildenhall.af.mil/index.htm">https://wwwmil.mildenhall.af.mil/index.htm</a>
Ramstein Air Base, Germany	<a href="https://wwwmil.ramstein.af.mil/index1.htm">https://wwwmil.ramstein.af.mil/index1.htm</a>
Spangdahlem Air Base, Germany	<a href="http://www.spangdahlem.af.mil/52MSG/CPF/default.asp">http://www.spangdahlem.af.mil/52MSG/CPF/default.asp</a>

## Internal Applicants

(You are currently a permanent Air Force civil service employee, including those currently on LWOP)

Please refer to the Civilian Employment website for current information on how to apply for Internal vacancy announcements. No resume is required to apply for "Internal" vacancy announcements. For "External" announcement, you will need to submit a resume and supplemental data.

NOTE: As an Internal employee, if you desire a new appointment, you must follow External procedures and complete the three-step process (see page 3). Resumes received from current permanent Air Force employees will not expire as long as there is no break in service.

---

---

### "Term" Employees

As a term employee, you are a Tenure 3 employee and not on a permanent appointment since you are:

- a) Currently employed on a term, status quo, indefinite, or provisional appointment in the competitive service; or
- b) Currently employed on an indefinite appointment, overseas family member appointment, overseas limited appointment (OSL), or other appointment with time limitation of more than one year, or have completed one year of continuous service in the excepted service.

### Term Employees Applying for Vacancies

- a) As a Tenure 3 employee, you are an **external** applicant and must maintain a current resume on file. This will allow you to self-nominate for positions open to external candidates and ensure you receive consideration for other employment.
- b) You are considered an internal applicant only for the purpose of viewing and self-nominating for internal announcements open to Tenure 3 employees (term, OSL, etc.). This is usually stated in the first line of "Major Duties" in the announcement. For example: *"Current permanent Air Force employees located at XXX; and, Overseas Limited Appointment and Excepted Service Indefinite (Tenure Group 3) Air Force employees serviced by XXX Civilian Personnel Flight"*.

### Tenure

Tenure is determined by the type of appointment you were given, whether it was to a competitive or excepted service position. Your tenure is documented in Block 24 of your SF 50, Notification of Personnel Action. Block 34 of the SF 50 documents whether you are in the competitive or excepted service. There are three types of tenure: Tenure 1 (Permanent Career), Tenure 2 (Permanent Career-Conditional), and Tenure 3 (Other - - which includes Term).

## Step 1: Search for the Job

(New vacancy announcements are posted weekly)

1. Subscribe to our Civilian Announcement Notification System (CANS) by registering on our website (<http://www.afpc.randolph.af.mil/afjobs>). Input your search criteria and you will receive an e-mail notice when a vacancy matching your criteria becomes available. This is **ONLY** a notice of job vacancy. After you receive an e-mail notice and you decide you're interested in the job, you must go to the AFPC Civilian Employment website and self-nominate to receive consideration.
2. You may locate vacancies on the AFPC Civilian Employment website at <http://www.afpc.randolph.af.mil/afjobs>.
3. If you do not have access to the World Wide Web, you may listen to vacancies through the AFPC Job Line (see page 25).

## Step 2: Self-Nominate

You may self-nominate at the AFPC Civilian Employment website <http://www.afpc.randolph.af.mil/afjobs> or over the AFPC Job Line (page 25). You will need your social security number, personal identification number (PIN), and the 11-digit announcement number for the AFPC Job Line; for example 05JAN123564. When using the website you need your USERID and Password to access AFPC Secure Web.

### Checking on the status of your self-nomination(s)

You may also check the status of your self-nominations through AFPC's Civilian Employment website or the Air Force Job Line.



**TIP! Be sure that you see the self-nomination confirmation before exiting the website. If you do not see a confirmation, your self-nomination was not completed. We recommend that you print a copy of the confirmation for future reference.**

Reminder: Upon selection for a temporary or term appointment, your resume and supplemental data are made unavailable/inactive. If you wish to be considered for future job opportunities, you must submit a new resume and supplemental data after you begin your new job.

---

## Air Force Customer Service Frequently Asked Questions (FAQs)

---

Customers can now view our new knowledge based FAQs on-line at the following link:

**Have a Question? Need an Answer? Try Our New Knowledge Base (FAQs)**  
[https://webcolab.afpc.randolph.af.mil/Scripts/employment.cfg/php.exe/enduser/std\\_alp.php](https://webcolab.afpc.randolph.af.mil/Scripts/employment.cfg/php.exe/enduser/std_alp.php)

Click on this tab to search the knowledge base for answers using drop-down menus and search text. You can view a list of answers, sort answers, and page up or down. Click to sort a column in descending order or to sort the column in ascending order. To view answer details, click the subject link.

Our knowledge base FAQs provide two services to customers:

- ✎ First, you can search our FAQ knowledge base by category, sub-category, key words or phrases and find an answer that may apply to your situation.



✎ Secondly, if you don't find an answer to your question, you can submit a general civilian employment question to the Recruitment Service Center.

## Customer Service Information

Job Information Lines (Toll Free)		
	<b>Internal &amp; External</b>	<b>TDD Users</b>
	<b>Air Force One-Stop Customer Service phone number:</b> <b>1-800-616-3775 – Follow phone menu prompts for internal and external information</b>	1-800-382-0893 [Within area code (210) 565-2276/3008]
If you are located in a country outside of the U.S., please visit our web site for the most up-to-date information on how to reach us by phone.		
<b>AFPC Civilian Employment Homepage</b>	<a href="http://www.afpc.randolph.af.mil/AFJOBS">http://www.afpc.randolph.af.mil/AFJOBS</a>	
<b>Air Force One-Stop Customer Service web link</b>	<a href="http://www.afpc.randolph.af.mil/cst/civ.htm">http://www.afpc.randolph.af.mil/cst/civ.htm</a>	
<b>E-mail Address for Submitting Resumes</b>	External Applicants: Ext.Resume@randolph.af.mil Internal Employees: Int.Resume@randolph.af.mil	
<b>Personal Identification Number (PIN)/USERID and Password:</b>  In order to self-nominate or conduct other transactions via AFPC Employment Homepage or Job Line, you will be asked to enter a PIN. Once you establish your PIN, you use the <b>same</b> PIN for the web site and phone system.  To use the web, you are required to establish a USERID and password. To do so, you must have a valid e-mail account.	<b>External Applicants:</b> Your original PIN will be the last four digits of your home telephone number. You will be required to change your PIN to a random six-digit numeric PIN that is not part of your social security number or date of birth. <b>Internal Employees:</b> Unless you have previously established a USERID and password using the AFPC secure web site login system, you will be asked to create a USERID and password. You must provide your social security number, date of birth, service computation date (SCD) for leave, current pay plan, grade and step, DSN and a valid e-mail address. Your SCD, pay plan, grade and step is available from your latest leave and earnings statement.	
<b>★ Frequently Asked Employment Questions</b> <b>As shown on page 24</b>  <b>When you click on any topic, the "Ask a Question" Tab will be visible with information on submitting an inquiry or frequently asked questions that may answer your question.</b>	Have a question? Need an Answer? Try our new knowledge base Frequently Asked Questions (FAQs).  Click on this tab to search the knowledge base for answers using drop down menus and search text. You can view a list of answers, sort answers, and page up to sort the column in ascending order.  <a href="https://webcolab.afpc.randolph.af.mil/Scripts/employment.cfg/php.exe/enduser/std_alp.php">https://webcolab.afpc.randolph.af.mil/Scripts/employment.cfg/php.exe/enduser/std_alp.php</a>  or call 1-800-616-3775	
<b>Civilian Force Management Directorate (Civilian Career Management)</b>	<a href="http://www.afpc.randolph.af.mil/cp/">http://www.afpc.randolph.af.mil/cp/</a>	
<b>Veterans Information</b>	Veteran's Preference Advisor - <a href="http://www.dol.gov/dol/vets/public/programs/programs/preference/main.htm">http://www.dol.gov/dol/vets/public/programs/programs/preference/main.htm</a> Dept of Veterans Affairs - <a href="http://www.va.gov/">http://www.va.gov/</a> Veterans - <a href="http://www.opm.gov/veterans/">http://www.opm.gov/veterans/</a> VetGuide/VetsInfo Guide - <a href="http://www.opm.gov/veterans/index.htm">http://www.opm.gov/veterans/index.htm</a>	
<b>Military Recruiting</b>	<a href="http://www.af.mil/careers/">http://www.af.mil/careers/</a>  <a href="http://www.todaysmilitary.com">http://www.todaysmilitary.com</a>	